

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2> <p>Amendment: Recess period was changed to end at 1215</p>		<b>広報番号 :</b> Announcement No.	<b>USNH-03-07(A)</b>
		<b>募集締切日:</b> Closing Date	<b>29 Jan 07</b>
		<b>発行日:</b> Date of Issue	<b>16 Jan 07</b>
<b>1.職種名 Job title ( 等級 Grade <u>6</u> / 語学等級 LAD <u>4</u> )</b> <b>Administrative Officer #484</b> (管理員)  Acceptable trainee level: 1-5 <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security      Medical		<b>募集人数</b> No. of Recruitment  <b>1 名</b>	<b>4.募集範囲 Area of Consideration</b>  <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance
<b>2.部隊 Activity</b> U.S. Naval Hospital, Yokosuka (USNH) Directorate for Administration Administrative Services Department Human Resources Division <b>勤務場所 Working Place:</b> 横須賀市泊町 Tomaricho, Yokosuka		<b>5.雇用の種類 Type of Employment</b>  <input checked="" type="checkbox"/> MLC <input checked="" type="checkbox"/> 常用 Permanent	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0730-1615 / 1130- <b>1215</b> <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b>  <p style="text-align: center;">See the attached.</p>			
<b>7.資格要件/身体条件 Qualification/Physical Requirements</b> a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work. If applicant does not have such specialized work experience, Masters Degree in a related field may qualify him/her at 1-6 level. b. Knowledge of policies, regulations and procedures governing MLC personnel administration. c. Knowledge of management principles, techniques of analysis and evaluation to identify, analyze, and recommend solutions to problems in organizational structure, staffing and workload distribution. c. Skill in applying work-measurement techniques to conduct position management studies for effective utilization of MLC. d. Skill in operating personal computer such as MS Word, Excel, PowerPoint, Outlook, etc. e. Ability to simultaneously interpret and translate oral or written statements from English to Japanese and vice versa. f. Ability to speak, read, and write English at exceptional proficiency level (LAD-4) and Japanese at native language level.  * An applicant who does not fully meet the qualifications stated above may be considered at a lower grade level as below: 1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level Handicapped applicants may be accepted, depending on the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input checked="" type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b>		<b>免許証/修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 & 8	

<b>8.提出するもの Application and Associated Documents</b>	<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement * <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience * <b>の記入は Complete * in</b> <input type="checkbox"/> <b>日本語で Japanese</b> <input checked="" type="checkbox"/> <b>英語で English</b> <input type="checkbox"/> <b>どちらでも Either</b> <input type="checkbox"/> 運転免許証の写し Copy of Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、深夜 0100 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC : Civilian Personnel Division		軍電 (DSN) 243-8652
PD No.: USNH-11A-001	PD is accurate and current. Certified by Activity: ys	HRO: kw 1/16 yk 1/16

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

**6.職務内容** Duties (USNH-03-07):

Functions as the MLC Personnel Officer by providing advice and assistance in the effective utilization of LN manpower resources. The current authorized ceiling is 185 positions 29 are distributed to outlying annexes. Assist in providing managerial and supervisory control of all MLC employees assigned to the hospital.

As Head of MLC Liaison Division of the Human Resources Department, provide guidance and assistance to all levels of supervisors, which includes Branch Clinic OICs, Directors, Department Head and MLC Foremen, in dealing with personnel matters related but not limited to recruitment, placement, termination of employment, hours of work, position description classification, training, morale, welfare, disciplinary actions, commendatory actions and all other ceremonies. Participates in planning and advising the following committees: Civilian Position Management Committee, Health Promotion Committee, Incentive Awards/Beneficial Suggestions Committee.

Translates various letters sent from outside the hospital or brought directly by hospital staff.

Performs other related or incidental duties as assigned.